

Republic of the Philippines  
 City of San Carlos  
 Negros Occidental

SHEET NO. 1

**INVITATION TO BID**

**PURCHASE REQUEST NO: 1-25-02-0319**

Sealed bids for quotation of prices will be received for the purchase of the following supplies, materials and equipment of the government to be opened on the date, place and time stated in **INSTRUCTION TO BIDDERS**.

ITEM #	QTY.	UNIT	ARTICLES	U PRICE	TOTAL
1	2	set	<b>Delivery Term: 20 Working Days upon receipt of P.O.</b> <b>CENTRAL PROCESSING UNIT (CPU)</b> - 8000 Series Processor 2.5GHz (4MB Cache or higher) - Motherboard with On-board Audio, Video, LAN, and Pinter Port - 8GB RAM - Full Tower ATX Casing with 650 Watts Power Supply or higher - 512GB SSD + 1TB Harddisk - DVDRW with Multi-Media Speakers - 650Watts AVR or higher - Windows Enhanced Keyboard - Optical Mouse with Pad - Plus Pre-installed Softwares - 1 Year Warranty on Parts and Labor		
2	3	piece	<b>COMPUTER MONITOR</b> - 22" LED Screen, good quality - HDMI Ready X-X		
PURPOSE:			To be used in the City Treasurer's Office.	TOTAL	

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 Company Name / Business Name & Address      Name / Signature of Representatives      Form & Amount of Bid Security

## **INSTRUCTION TO BIDDERS**

**PURCHASE REQUEST NO** : 1-25-02-0319 **DATE** : February 17, 2025

**PURPOSE:** TO BE USED IN THE CITY TREASURER'S OFFICE.

**OFFICE :** CTO

**DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS** : 1:30 P.M. , March 11, 2025

**PLACE** : BAC Secretariat Office/CMO Extension Office

**AMOUNT OF CONTRACT**

**BID SECURITY**

	Cash/ Manager's Check/ Bank Draft/Guarantee (2% of ABC)	Surety Bond (5% of ABC)			
:	68,000.00	:	1,360.00	:	3,400.00

### **TERMS & CONDITIONS**

- The Bid/Bids shall be accompanied by a BID SECURITY in any of the following forms:
  - Cash or cashier's / Manager's Check issued by a Universal or Commercial Bank in favor of City Treasurer of San Carlos City. : Two percent (2%) of the ABC (See above)
  - Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. : Two percent (2%) of the ABC (See above)
  - Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. : Five percent (5%) of the ABC (See above)
  - Any combination of the foregoing : Proportionate to share form with respect to total amount of security
  - Bid Securing Declaration
- Secure bidding documents from the BAC Secretariat Office at a non-refundable fee of ( per City Ordinance No. 23-21, Series of 2023.) P 500.00
- Sample or Brochures of the materials (if required) shall be attached to the bid documents.
- Your price offer must be valid for 120 calendar days.
- Award will be made to the Lowest Calculated Responsive Bid (LCRB) that is the most advantageous to the government subject to post evaluation by the BAC.
- Submit Omnibus Sworn Statement duly notarized, together with your bid.
- The government reserves the right to reject any or all bids, declare a failure of bidding or not award the contract based on RA 9184.
- Electronic submission and receipt of bids is not available pending compliance with GPPB Resolutions.

**SGD**

**ATTY. MA. CHAT H. DELIMA-CORDERO**

**City Gov't Dept. Head I-OHRM / BAC Chairman  
BIDS & AWARDS COMMITTEE**